LORE USER GUIDE - MEDIA EQUIPMENT CENTRE

To create a booking

1. Open a web browser (Firefox, Chrome) and enter http://lore.gold.ac.uk/ in the address bar.
2. You will be presented with a log-on page. Enter your Campus username (e.g. jblog009) and password. Then click log on.
3. Once logged in, the "Start Page" will be redisplayed.
4. Click on the "create booking" tab at the top of the window and then select "Media Equipment Centre" from the wizard choices
5. Select the items you want to reserve by selecting the 'Add' button. Once you have made your choices, click 'Next' on the right hand side of the window.
   - Items which are greyed out are available to collect in-store but not available to be reserved.
   - The option box on the right hand side will allow you to refine your search based on what category of items you are looking for.
   - To review or remove items you have selected, the resource basket can be found at the bottom of the page.
6. Select a start date and time from right hand side of the window. By default the booking will span to 30 minutes. To change the length of the booking, enter a new end date and time and then click 'Update'.
   - All bookings are subject to a "3 day standard loan" as part of our Loan Procedures and Fair Usage Policy.
   - Read carefully and thoroughly through the Loan Procedures held by the Media Equipment Centre with regards to our loan policies. Once you have agreed, you are liable for any breach of this agreement. Click on the tick box at the bottom of the page once you are happy with the terms you are agreeing to and then click 'Next'.
7. Verify and review your booking details for the correct dates, times, and items and then click 'Submit'. Your booking will now be complete.
   - On screen you are presented with a Booking Reference Number. You will also receive an email confirmation.
   - This Booking Number can be used to collect your booking (along with your ID Card), amend your booking from the "find booking" page, or delete your booking.

   You have a one hour grace period to collect your items after the time selected. You will need your booking reference number and ID card.

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To find a booking

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2. You will be presented with a log-on page. Enter your Campus username (e.g. jblog009) and password. Then click log on.
3. Once logged in, the "Start Page" will be redisplayed.
4. Click on the "find booking" tab at the top of the window.
   - The find booking page will show the details of all of your previously checked in and upcoming check out bookings.
5. Click on the Ref No (starting GOLD) of the booking to open more details.

To edit a booking

1. Click 'Edit booking' on the right hand side of the window
2. The Select Resource page will open.
   - To Add an item, search within the Select Resource page and click Add.
   - To Remove an item, scroll to the bottom of the Select Resource page and click Remove.
3. Once you have amended your choice of items, click 'Next' on the right hand side of the window
4. The Select Time window and Calendar will appear for the new items you have selected. Select a new Date and Time and click Next.
   - The Select Time window is ONLY for items newly added to the booking. Click on the Pencil icon on the right hand side under the Select Date and Time option to choose a new time and date for previous items.
   - Select the Green UP Arrow on the item name on the right hand side to change the booking time of all items simultaneously. Selecting a Start and End Date and Time will now effect every item at once.
   - Read through the Loan Procedures and click Next. Verify the booking details and click Submit.

To delete a booking

1. Click 'Delete booking' on the right hand side of the window and click confirm.

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